



2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
 Phone: 529-0550 Fax: 528-2473

POLICY ATTACHMENT B.12

EXPENSE CLAIM FORM	
Name:	Date of Trip:
Address:	
Location and Purpose of trip:	
Vehicle _____ km @ \$0.50/km** Air Taxi Public transportation without a receipt – \$12.75**	
*Hotel (single occupancy rate) Private Accommodations (daily rate \$20.15) *Hotel upgrade costs are the responsibility of the individual	
Other – At least 24 hours on the road, extra \$7.35/day	
Meals (alcohol not included)** Breakfast \$ 9.20 Lunch \$ 11.60 Dinner \$ 20.75	
TOTAL	
*Please attach receipts for air fare, taxi, hotel accommodations and meal expenditures over the allocated amounts. **Rates as per Government of Alberta Travel Expense policy, most recent update January 2010	
SIGNATURE:	DATE:

Round trip from Medicine Hat to:

Bassano.....	312 km	Brooks.....	216 km
Bow Island.....	117 km	Calgary.....	587 km
Canmore.....	789 km	Duchess.....	248 km
Dunmore.....	33 km	Edmonton.....	1,156 km
Etzikom.....	173 km	Foremost.....	212 km
Gem.....	339 km	Jasper.....	1,405 km
Jenner.....	202 km	Irvine.....	78 km
Lethbridge.....	338 km	Manyberries.....	160 km
Patricia.....	257 km	Ralston.....	91 km
Rainier.....	295 km	Redcliff.....	19 km
Rolling Hills.....	251 km	Rosemary.....	277 km
Schuler.....	123 km	Seven Persons.....	53 km
Strathmore.....	485 km	Tilley.....	183 km

Round Trip from Brooks to:

Bassano...../.....	102 km
Bow Island	(via Medicine Hat) 333 km
Bow Island	(via Rolling Hills) 274 km
Foremost	(via Medicine Hat) 428 km
Foremost	(via Rolling Hills) 341 km
Calgary.....	37 km
Medicine Hat.....	216 km
Rainier	65 km
Redcliff.....	198 km
Rolling Hills	118 km
Rosemary	65 km

Round Trip from Bow Island to:

Foremost.....	95 km
Redcliff.....	128 km

Round Trip from Foremost to:

Bow Island.....	95 km
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Round Trip from Tilley to:

Rosemary.....	112 km
Bassano.....	147 km
Rolling Hills.....	68 km
Brooks.....	51 km

Round Trip from Bassano to:

Rosemary.....	62 km
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